

DEPARTMENT OF GENERAL SERVICES
Records Management DivisionSCHEDULE
NO. C-585PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

ANNE ARUNDEL COUNTY

COUNTY COUNCIL

AGENCY

DIVISION

Item No.	Description	Retention
1.	<u>ORDINANCES (BILLS) - PASSED</u> These folders contain the ordinances (bills) passed by the County Council; copies of the bills as proposed, as well as the originals of the final bills which are the enacted local laws for Anne Arundel County.	PERMANENT
2.	<u>ORDINANCES (BILLS) - VETOED, DEFEATED, TABLED, DIED, NOT INTRODUCED, REJECTED, ETC.</u> These folders contain the original bills as proposed that were vetoed, defeated, tabled, died for lack of action, not introduced, and rejected upon introduction.	PERMANENT
3.	<u>RESOLUTIONS - ADOPTED</u> These books contain the original, signed resolutions as adopted by the County Council.	PERMANENT
4.	<u>RESOLUTIONS - (WORKING PAPERS)</u> These folders contain informational papers from which resolutions were prepared.	5 YEARS, THEN DESTROY
5.	<u>MINUTES (BOOKS)</u> These books contain the original approved minutes of meetings of the County Council.	PERMANENT
6.	<u>JOURNAL (BOOKS)</u> These books have all bills introduced before the County Council, and recorded by bill number, title, sponsor, date of introduction, hearing date(s), date of final action by County Council, date sent to the County Executive, date returned, and date signed by the County Executive.	PERMANENT

Schedule Approved by Department,
Agency, or Division RepresentativeSchedule Authorized by
Hall of Records Commission5/6/87
DateJudith C. Palmer
SignatureAdmin. Officer
Title7/28/87
DateShanklin
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
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ANNE ARUNDEL COUNTY - COUNTY COUNCIL

Item No.	Description	Retention
7.	<u>LEGAL OPINIONS</u> These folders contain legal opinions from the Office of Law relative to legislation before the County Council or related matters.	PERMANENT
8.	<u>ANNE ARUNDEL COUNTY CODE AND SUPPLEMENTS</u> The Code Books contain the current local laws of Anne Arundel County. The bound Supplement Books contain amendments to the Anne Arundel County Code that have been made throughout the years.	PERMANENT
9.	<u>ADVERTISEMENTS (BILLS AND RESOLUTIONS)</u> These files contain advertisements of proposed bills for public hearings, and advertisement of bills as passed by the County Council. Also, these files contain advertisements of proposed Industrial Development Revenue Bond Resolutions (federal law). These files are used to confirm that the County has met all advertising requirements of the State and the Federal laws.	PERMANENT
10.	<u>SESSION LAWS (BOOKS)</u> These books contain the bills and resolutions passed in the yearly County Council sessions.	PERMANENT
11.	<u>RECORDINGS (TAPES) OF MEETINGS</u> These tapes are recordings of County Council meetings from which minutes and transcripts are prepared.	PERMANENT
12.	<u>ANNE ARUNDEL COUNTY CHARTER AND AMENDMENTS</u> The Anne Arundel County Charter, and amendments, establish the guide for implementing and carrying out local self-government and home rule.	PERMANENT
13.	<u>DECENNIAL CHARTER REVISION COMMISSION</u> These files contain the report of the Charter Revision Commission to the County Council on its recommendations for revision to the Anne Arundel County Charter, as well as minutes of its meetings and related material.	PERMANENT
14.	<u>AGENDA</u> These files contain copies of the agenda for each meeting of the County Council.	3 YEARS, THEN DESTROY

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Item No.	Description	Retention
15.	<p><u>COMPREHENSIVE ZONING PREFILES AND LOGS</u></p> <p>The Prefiles are individual requests to the County Council by property owners for zoning under the comprehensive zoning of property in Anne Arundel County. The Logs are records of all prefiles received by the County Council.</p>	PERMANENT
16.	<p><u>REAL PROPERTY DISCLOSURE STATEMENTS</u></p> <p>These files contain notarized real property disclosure statements (files every 6 months) of all elected officials, department heads, and appointed Boards of the Anne Arundel County Government.</p>	4 YEARS, THEN DESTROY
17.	<p><u>FINANCIAL DISCLOSURE STATEMENTS</u></p> <p>These files contain financial disclosure statements (filed each calendar year) for the members of the County Council and the County Auditor.</p>	4 YEARS, THEN DESTROY
18.	<p><u>EMPLOYMENT CONTRACTS (LEGISLATIVE COUNSEL)</u></p> <p>This file contains employment contracts (1 year) for the Legislative Counsel to the County Council.</p>	5 YEARS, THEN DESTROY
19.	<p><u>SPECIAL COMMITTEES</u></p> <p>These files contain reports of committees appointed by the County Council in an advisory capacity for various studies.</p>	PERMANENT
20.	<p><u>CATV ADVISORY COMMITTEE</u></p> <p>These files contain franchise agreements, surety and performance bonds, legal opinions, general correspondence, copies of CATV legislation, and a list of CATV Advisory Committee members.</p>	PERMANENT
21.	<p><u>BUDGET BOOKS</u></p> <p>These books contain the breakdown of the official budget approved by the County Council in its annual legislative session for each fiscal year.</p>	PERMANENT
22.	<p><u>PETITIONS - AGRICULTURAL LAND PRESERVATION DISTRICTS</u></p> <p>These are copies of petitions to the Maryland Agricultural Land Preservations Foundation to establish an Agricultural Land Preservation District, subject to the County governing body and the Agricultural Land Preservation Foundation approval of the requested district, for sale of development rights easements to the Md. Agri. Land Preservation Foundation.</p>	PERMANENT

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23.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>These files contain County Council correspondence as well as correspondence received from various departments, agencies, and the general public.</p>	3 YEARS, THEN DESTROY
24.	<p><u>AUDIT REPORTS. (DEPARTMENTAL)</u></p> <p>These are yearly audit reports of departments sent to the County Council for informational purposes.</p>	3 YEARS, THEN DESTROY
25.	<p><u>REQUISITIONS</u></p> <p>These are records of purchases made for office supplies, equipment and related services.</p>	5 YEARS, THEN DESTROY
26.	<p><u>PAYROLL REPORTS</u></p> <p>These copies of the Payroll Reports show the number of hours worked (regular and overtime), and the number of hours of leave taken (annual, disability, etc.) of each employee.</p>	3 YEARS, THEN DESTROY
27.	<p><u>PAYROLL DAILY TIMESHEETS</u></p> <p>These Payroll Daily Timesheets are kept on non-exempt employees and are subject to review, according to the Fair Labor Standards Act, by a representative of the Department of Labor.</p>	3 YEARS, THEN DESTROY
28.	<p><u>LEAVE STATUS REPORTS</u></p> <p>These are monthly reports from the Personnel Department updating the leave (annual and disability) of each employee.</p>	3 YEARS, THEN DESTROY